



Indianapolis Metropolitan Police Department

GENERAL ORDER

9.3

RECORDS

POLICY

The purpose of this general order is to address the reporting and records functions that are basic to meeting the management, operational, and informational needs of the Indianapolis Metropolitan Police Department (IMPD). It is the policy of IMPD to maintain records management systems designed to assist the department in accomplishing its goals, while ensuring the security of confidential and private information.

PROCEDURE

I. Privacy and Security

- A. All members of IMPD shall consider and treat all department business, communications, records, and data as confidential. Such information shall be disseminated only as prescribed in this directive. No information shall be used by any employee for private gain, nor released to any person or organization except as permitted by department policies, state statutes, and local ordinances.
- B. No member shall mutilate, alter, or destroy any photographs or data issued from the Identification and Records Branch, or any other department branch except in accordance with this general order.
- C. Information in the custody of IMPD is available for copying during normal business hours or online unless making the information available would:
 1. Violate a legal requirement that the information be kept confidential, including such items as:
 - a. Criminal Intelligence information;
 - b. Investigative files; and
 - c. Confidential items in personnel files.
 2. Compromise an ongoing investigation or prosecution, or reveal investigative procedures or techniques that would compromise future investigations or prosecutions;
 3. Violate privacy rights;
 4. Compromise the integrity of a test or examination;
 5. Infringe a copyright or other property right;
 6. Disclose work product prepared for or by an attorney for the department, or information maintained by an individual employee for their own use;
 7. Disclose information prepared for negotiations for labor contracts or the purchase or lease of property or services; or
 8. Compromise the planning or implementation of a security system used for the protection of persons, property, computer programs and data, or confidential information.



- D. Established fees will be charged for all documents provided, except to approved exempt individuals or agencies.
- E. Access to criminal histories and electronic data is to be used for criminal justice purposes only. Therefore, IMPD personnel shall not use department information except as prescribed in this directive.
- F. The Investigations Division will follow the guidelines set forth in the Uniform Crime Reporting Handbook regarding the collection of crime data from electronic entries of the department's records management systems and then submit this data to the Federal Bureau of Investigations in Washington D.C.
- G. Officers will have 24-hour access to records information through the department's Records Management System (RMS).
- H. RMS access is protected from unauthorized persons by assigning a unique login ID and a user-defined password.
 - 1. Access is further restricted through allowing "permissions" to particular users based on assignment.
 - 2. RMS requires users to change their passwords every ninety (90) days.
- I. RMS files are maintained by InterAct Public Safety Systems. Storage and back-ups are the responsibility of InterAct.
- J. Local criminal history information is available on the Odyssey computer system. Only select members of IMPD have access to the Odyssey program. Odyssey computer files are protected from unauthorized persons by requiring a unique login ID and a user-defined password.
- K. Archived records and arrest records stored by the Identification and Records Branch are maintained on a secure database where access is restricted to authorized personnel with unique login IDs and user-defined passwords. The database is routinely backed up and housed on a secure server.

II. Records

- A. Field report, arrest, and offense information is maintained in RMS, which contains a searchable Master File Index.
- B. Adult Arrest Records
 - 1. Arrestees are assigned a unique Gallery and Photo Number by the Arrestee Processing Center (APC).
 - 2. Photographs and fingerprints of all arrested adults are taken at the APC and are entered into the Identification and Records Section's photograph and archives computer systems.
- C. Juvenile Records
 - 1. Juvenile arrest and identification records are maintained separately at the Juvenile Detention Center and are accessed through the Quest computer program.
 - a. Juvenile Detention Reports are maintained at the Juvenile Detention Center.
 - b. Juvenile fingerprints and photographs are taken at the Juvenile Detention Center and entered into the department's computer programs containing mugshots and archives, which is maintained by the Identification and Records Branch.



- c. Juvenile records shall only be disseminated to authorized persons as mandated in IC 31-39-3.
- 2. Juvenile records will be retained by IMPD in accordance with appropriate Indiana state laws.
 - a. Any court-ordered expungement requests shall be complied with in accordance with IC 31-39-8.
 - b. Juvenile records for those reaching adulthood at the age of twenty-two (22) will be sealed in accordance with IC 10-13-4-13.

D. Warrant and Wanted Persons Records

- 1. All warrants are processed and maintained by the Marion County Sheriff's Office (MCSO).
- 2. When a member of IMPD files for a criminal warrant, it is the responsibility of the MCSO to enter the warrant into the National Crime Information Center (NCIC) file and the Indiana Data and Communications System (IDACS).
- 3. When an IMPD officer is informed of an active warrant to be served from another jurisdiction, the officer will confirm the warrant is valid through the Communications Center prior to service.
 - a. If the suspect is located, the officer will effect an arrest and have the subject transported to APC, or remand custody to the requesting agency.
 - b. If the suspect is not located, the requesting agency shall be notified.
- 4. Warrant information is available twenty-four (24) hours a day through the Communications Center.
- 5. Officers shall verify all warrants through the Communications Center prior to service.
- 6. It is the responsibility of the MCSO to cancel warrants when the arrestee arrives at the APC or Marion County Jail.

E. Traffic Records

- 1. The electronic Citation and Warning System (eCWS) is used to generate and issue Uniform Traffic Tickets (UTTs).
 - a. eCWS software is installed on officers' laptops and UTTs are printed via in-car printers.
 - b. Printer paper rolls are maintained and issued by the Property Section.
 - c. eCWS UTT data is stored on the Indiana Court Information Technology Extranet (INCITE).
 - i. Officers access INCITE using a unique login ID and password.
 - ii. UTTs can be viewed, printed, and edited through INCITE.
 - iii. UTTs are transmitted to Marion County Superior Court 13 through INCITE.
- 2. Paper UTT books are no longer supplied by the Property Section and any existing paper UTTs issued by officers will be turned into the officers' respective district headquarters to be delivered to Superior Court 13 by department personnel.
- 3. Traffic accident reports are maintained and available through Citizens' Service.



4. Roadway hazard reports are available through the Department of Public Works.

F. Records Maintained Outside of the Records Section.

1. The following files are authorized to be kept away from the general records division area:

- a. Criminal Intelligence files;
- b. Administrative files;
- c. Internal Affairs files;
- d. Informant files;
- e. Training files;
- f. Personnel files;
- g. SID files; and
- h. Other files as designated by the Chief of Police or designee

2. Management of these remote files shall be governed by applicable Indiana and federal laws and department directives.

III. Information Requests

A. IMPD employees requesting information from the Identification and Records Branch shall present a completed Document Requisition Card. Requests from the Public Information Officer shall be honored without formal written approval, provided the Public Information Officer is acting on behalf of the Chief of Police, and all other provisions of this general order are followed.

B. Outside Criminal Justice Agencies' Requests

1. Identification and Records Branch information shall only be released to individuals who are authorized members or representatives of a criminal justice agency.
2. Proper identification must be provided and a *Document Requisition Form* completed before any information will be authorized for review or release from the Identification and Records Branch.
3. The requesting agency will be solely responsible for any information received from IMPD.

C. All requests from organizations or individuals not associated with a criminal justice agency shall be directed to Citizens' Services and shall be processed in accordance with applicable local, state, and federal laws. All requests must be accompanied by a *Request for Limited Criminal History* form and payment of applicable fees.

D. All requests for photographs, criminal histories, or other information by members of the media shall be processed in strict compliance with General Order 6.9 - *Public Information*. No information shall be provided directly to a member of the media from the Identification and Records Branch, unless approved by the Public Information Office.